

## Beneficiary Assessment Question Checklist

*The aim of the Qualitative Assessment is to generate information that will compliment the Quantitative findings. Information will be generated through; Key Informant Interviews; Case Studies; Focus Group Discussions; Rankings and Beneficiary Assessment Tools. Level of Assessment:*

- *District*
- *Sub-county*
- *Community (LC 1)*
- *In addition, some key private firms and Civil Society Organisations (CSOs) that participated in the implementation of LGDP II will be consulted.*

### 1. District Checklist

The purpose of this checklist is to seek learning points from a cross-section of development partners and stakeholders. The aim will be to ascertain the extent to which the LGDP II implementation and management process made progress, succeeded, and created social impact to beneficiaries, and how best it can be improved in future LGDPs.

Key informant interviews will be held with the Chief Administrative Officer (CAO).

#### Part A: LGDP II Investments

##### Governance

- I. How much money was received by the district (Consider duration of LGDP II)
- II. Record investments undertaken in the district by sub-county
- III. What investment projects did your local government/ department undertake under LGDP II? –Projects (could be water, roads etc, *Location and cost of the projects*)
- IV. How was the decision to invest in these projects arrived at?
- V. How are these projects managed (*probe whether there is a project management committee, how often the committee meet, are committee decisions adhered to*)?
- VI. How do the beneficiaries (users) of the project communicate their views to the committee?

- VII. Would you consider extending the management principles used in this project to other local governments' initiatives?
- VIII. Are the facilities functional? *(is it working, is it not working, when did it last stop working?)*
- IX. What major constraints/challenges did this local government/department face in executing LGDP II funded investments?
- X. How often does the council, District Executive Committee (DEC) and District Technical Planning Committee (DTPC) meet *(probe what issues are discussed, quality of resolutions. Check minute books)?*
- XI. Have you experienced conflict between politicians and civil servants? If yes explain the circumstances and find out whether such cases are on the increase/decline.
- XII. Have they impacted on project implementation like halting construction of the road, well etc
- XIII. Have you witnessed cases of corruption in you council *(probe the trend, number of officials interdicted/arrested, also probe the role of district Public Accounts Committee -PAC)?*
- XIV. Do you consider the goods and services private firms provided to be of desired quality? How about the CSOs?

## **Part B: Capacity Building**

- I. Has this local government/ department benefited from the training (*Capacity Building Grant*) sponsored by the LGDP II project *(probe numbers of staff, course title, duration of training and evaluation of the training)?*
- II. Was training generally accessed by "intended" beneficiaries?
- III. How has the capacity building activities affected staff performance in their respective councils/ department *(probe tasks i.e records keeping, reporting etc..)* which have improved?
- IV. What major challenges/ constraints in accessing and utilising capacity building grants?

### **Part C: Accountability**

- I. How effective is the flow of information and funds between Program Coordination Unit/MOLG and the District. (Probe for flow of funds within the District *(departments and Lower level local governments)*)?
- II. Are you satisfied with the way LGDP funds were utilized?
  - If yes, were the funds used for the intended purpose?
  - Are you satisfied with the resource allocation criteria?
  - Are you satisfied with the resource disbursement mechanism?
- III. How effective is the existing reporting mechanisms for utilizing project funds and reporting progress *(to whom do you report to and how often)*?

### **Part D: Local Government Processes**

- How has the annual Assessment exercise and the associated incentive system affected the local government processes *(staffing, planning, financial management, resource allocation, revenue mobilization, procurements and accountability)*?
- What management constraints did you face in the implementation of LGDP II investments in your local government?
- Is there any one factor that, in your view, has most significantly influenced the contribution and impact of LGDP II project at a local government level? *(opportunities or challenges)*
- How best do you think LGDP II should have been managed at district level in terms of planning, budgeting, implementation, monitoring, supervision and reporting?
- Do you think the LGDP II investments have positively impacted on the community beneficiaries and beyond *(probe issues to do with service delivery, governance, quality of life and livelihood)*?
- Recommendations on how LGDP II should be managed to achieve its intended objectives.
- How has the Annual Assessment exercise and the associated incentive system affected resource allocation and accountability.
- What are the major challenges and constraints faced in implementation of LGDP II investments.

## **2. Sub County Checklist**

The purpose of this checklist is to seek learning points from a cross-section of development partners and stakeholders. This will be aimed at ascertaining the extent to which the LGDP II implementation and management process made progress, succeeded, and created social impact to beneficiaries, and how best it can be improved in future LGDP programs.

Key informant interviews will be held with the Senior Assistant Secretary (Subcounty Chief).

### **Part A: Investments**

#### **Governance**

- How much money was received by the sub-county (Consider duration of LGDP II)
- Record investments undertaken in the sub-county by parish
- What investment projects did your local government/department undertake under LGDP II?
- How are facilities put in place by LGDP II utilized?
- Are the facilities functional? (is it working, is it not working, when did it last stop working?)
- How was the decision to invest in these projects arrived at?
- How are these projects managed (probe whether there is a project management committee, how often the committee meet, are committee decisions adhered to)?
- Are you satisfied with the way these projects were managed?
- How do the beneficiaries (users) of the project communicate their views to the committee
- Would you consider extending the management principles used in this project to other local governments' initiatives?
- How often does the council, DEC and DTPC meet (probe what issues are discussed, quality of resolutions. Check minute books)?

- Have you experienced conflict between politicians and civil servants? If yes explain the circumstances and find out whether such cases are on the increase/decline
- Have they impacted on project implementation like halting construction of the road, well etc
- Have you witnessed cases of corruption in your council (probe the trend, number of *officials interdicted/arrested, also probe the role of district PAC*)?

### **Part B: Capacity Building**

- I. Has this local government/department benefited from the training sponsored by the LGDP II project (*probe numbers of staff, course title, duration of training and evaluation of the training*)?
- II. How has the capacity building activities affected staff performance in their respective councils/department (*probe tasks i.e. records keeping, reporting etc*) which have improved?
- III. What major challenges/constraints in accessing and utilizing capacity building grants?

### **Part C: Accountability**

1. How effective is the flow of information between District and Lower level local governments?
2. Are you satisfied with the way LGDP II funds were utilized?
3. If yes, were the funds used for the intended purposes?
4. Are you satisfied with the resource allocation criteria?
5. Are you satisfied with the resource disbursement mechanism?
6. Are the funds adequately disbursed to meet the challenges faced by the local government development investments?
7. How effective is the existing reporting mechanisms for utilizing project funds and reporting progress (*to whom do you report to and how often*)?

### **Part D: Local Government Processes**

- How has the annual Assessment exercise and the associated incentive system affected the local government processes (*staffing, planning, financial*)

*management, resource allocation, revenue mobilization, procurements and accountability)?*

- What major constraints/challenges did this local government/department face in executing LGDP II funded investments?
- How best do you think LGDP II should have been managed at district level in terms of planning, budgeting, implementation, monitoring and supervision and reporting?
- Do you think the LGDP II investments have positively impacted on the community beneficiaries and beyond (probe issues to do with service delivery, governance, quality of life and livelihood)?
- Recommendations on how LGDP II should be managed to achieve its intended objectives.

### **3. CSOs Checklist**

1. What areas of collaboration and partnership are existing between your organisation and the council?
2. What support have you extended to local governments in the previous two years (both HLGs and LLGs)?
3. What support have you received from local governments in the previous two years (both HLGs and LLGs)?
4. What benefits has the community got from LGDP II investment/projects?
5. How are facilities put in place by LGDP II utilized?
6. Are there user fees, completely free or regularly pay?
7. Are the facilities functional? *(Is it working, is it not working, when did it last stop working?)*
8. What local government processes are CSOs involved *(planning, capacity building etc)* and how has it impacted on service delivery?
9. How has LGDP II processes impacted on CSO (NGOs) method of work *(planning, accounting and procurements etc)?*

#### **4. Private Firms** *(Local governments Service providers)* **Checklist**

- What services/goods have you provided to local governments?
- What processes did you go through to provide goods and services?
- How effective are local government in contract management (*time to process payment, supervision, certification*)
- What are the challenges and problems?
- How has the private sector benefited from LGDP II investment?
- What positive changes have you realised as a result of providing services to LGs and community (*in terms of method of work, business management and practice, skills etc*)?
- Make an assessment of the quality of goods that you provided.

## 5. Interview Guide /Checklist – FGD Community Level

District : \_\_\_\_\_

Sub-county : \_\_\_\_\_

Parish: \_\_\_\_\_

Village: \_\_\_\_\_

Date: \_\_\_\_\_

No. of Participants: Girls:\_\_\_\_\_ Boys:\_\_\_\_\_ Adult Males:\_\_\_\_\_ Adult Females:\_\_\_\_\_

Facilitators:\_\_\_\_\_

Introduction: LGDP II was aimed at promoting a financial framework whereby most of the decisions of the regarding investment in development projects are taken by the Local Governments (LC5, LC3 and LC 2). The main areas of investment were: water and sanitation, health, education, roads, and agricultural extension. We would like to collect some information regarding your experience in LGDP II.

What investment projects (Sector???) did your Local Government undertake under LGDP II:

Water	Sanitati on	Healt h	Educati on	Road s	Vet erin ary	Ent om olo gy	Drai nag e	Mar kets	Fish erie s	Stre et Ligh ting	Waste Manage ment	Agricult ural	Other (Specify)

1. How was the decision to invest in these projects arrived at? (*Description of process: (What factors were considered? Who was involved?; How were the marginalized groups represented: like the poor, disabled, youth women)*)



2. Was a management committee formed?
  - If a management committee was formed ask:
  - How often does the management committee meet? –Composition?
  - How do people outside of this committee learn about its decisions?
  - How well are the committee's decisions adhered to?
  - How do the beneficiaries (users) of the project communicate their views to the committee?
3. Would you consider using the management committee beyond the life of the project?
  - If Yes /No: explain why:
  - Would you consider extending the management principles used in this project to other initiatives?
4. Has the performance of your Local Council improved as a result of this project?
  - (If Yes/No ask respondent to explain their answer)
  - In what ways has the performance improved (*Probe for Accountability, Transparency, Timeliness, and Quality of services*)

#### **Access to services: WATER**

- Is this water source functioning? *Probe: How well is it functioning in terms of amount of water, its quality and frequency of breakdowns.*
- How many households use this water source? (*Probe: what proportion is this of the households in the village/parish*)
- Do you pay for the use of this water source? If yes, what is the mode of payment? What is the user fee? Can people afford the cost? If No, how does the community meet the water needs of those who do not contribute?
- How was this scheme decided? (*Probe for the consultation process.*)
- How far are the farthest users of this water source?
- In your opinion how much time do they spend in fetching water from this water source?
- How has the construction of this water source affected life in the community?  
*Probe: In terms of time spent in fetching water (especially by school children)*  
 Number of households using safe water.; Water source functioning well?

- Are there any water borne diseases such as diarrhea, dysentery etc in the community
- Were any jobs created during the implementation of this project?
- If Yes, how many?
- Are you satisfied with the items or service?
- why? (reasons for the response whether yes or no)

### **Access to services: HEALTH**

1. Is this health facility functioning? Probe: How well is it functioning in terms of all parts being functional (laboratory, theater, maternity, availability of drugs, and staffing levels)
2. How many households use this facility?  
Probe: what proportion is this of the households in the village/parish use the facility.
3. Do you pay for the use of this facility?
4. If yes, what items do you pay for?
5. What is the user fee?
6. Can people afford the cost? If No, how does the community meet the costs of repair/maintenance?  
Probe: Easily/with difficulty?
7. How far are the farthest users of this facility?
8. In your opinion, how much time do they spend in coming to this facility?
9. How has the construction of this facility affected life in the community?  
Probe: In terms of time spent in coming to this health center (especially by women and children.
10. Number of households using the facility
11. Number of immunizations, antenatal attendances, outpatient visits, etc.
12. Were any jobs created during the implementation of this project?
13. If Yes, how many?
14. Apart from jobs created during its construction has the facility led to more jobs for members of the community?
15. Are you satisfied with the items or service?

16. why? (reasons for the response whether yes or no)

### **Access to services: EDUCATION FACILITY**

1. Is this school fully functioning? Probe: How well is it functioning in terms of numbers of pupils, teachers, desks, whether the buildings were completed etc
2. How many households use this school?  
Probe: what proportion is this of the households in the village/parish
3. Do you pay for the use of this school?
4. If Yes, what is the user fee?
5. Can people afford the cost? If No, how does the community meet the costs of repair/maintenance?  
Probe: Easily/with difficulty? Change in enrolment?
6. How far are the farthest users of this school?
7. In your opinion, how much time do they spend in coming to attend school?
8. How has the construction of this school affected life in the community?  
Probe: In terms of time spent in coming to attend school, numbers attending school
9. Were any jobs created during the implementation of this project? If Yes, how many?
10. Has the presence of this school created additional jobs in this community (Please explain)
11. Are you satisfied with the items or service?
12. why? (reasons for the response whether yes or no)

### **Access to services: ROADS**

1. Is this road in a good condition? Probe: How well is it functioning in terms of usability especially during the rainy season.
2. What is the main traffic on this road –whether used for ferrying merchandise or for connecting communities to services?
3. How has the construction of this road affected life in the community?  
Probe: In terms of time spent and enabling reaching services such as hospitals, schools and markets.

4. What arrangements are there for the maintenance and/or repair of this road?
5. Were any jobs created during the implementation of this project? If Yes, how many?
6. Besides those jobs created during construction are there new employment opportunities arising out of the presence of this road?
7. Are you satisfied with the items or service?
8. why? (reasons for the response whether yes or no)

#### **E. Access to services: PROVISION OF INPUTS**

1. Did community members receive (...items)/a service(..like capacity building)?  
Probe: How well is it performing- topics covered, numbers received/attending, and usefulness of service/item.
2. How many households are reached by this service or recieved?  
Probe: what proportion is this of the households in the village/parish.
3. Do you pay for the use of this service/items?
4. If Yes, How much?
5. How has the availability of this service or how have they affected life in the community?  
Probe: In terms of time quality of agriculture, productivity, marketability of crops and animal products.
6. Were any jobs created during the implementation of this project?
7. If Yes, how many?
8. Are you satisfied with the items or service?
9. why? (reasons for the response whether yes or no)

**F. Access to services: PROVISION OF VETERINARY AND FISHERIES SERVICES  
(EXORTIC GOATS, FISH PONDS, FISH FRIES, ETC)**

1. Is this service available to members of the community? Probe: How well is it performing- topics covered, numbers attending, and usefulness of service.
2. How many households are reached by this service?  
Probe: what proportion is this of the households in the village/parish.
3. Do you pay for the use of this service?
4. If Yes, How much?
5. How has the availability of this service affected life in the community?  
Probe: In terms of time quality of agriculture, productivity, marketability of crops and animal products.
6. Were any jobs created during the implementation of this project?
7. If Yes, how many?
8. Are you satisfied with the items or service?
9. why? (reasons for the response whether yes or no)